

## Definitions for the Education and Training Classification System

September 30, 2010

The proposed Bureau of Labor Statistics (BLS) education and training classification system consists of four categories of information that BLS analysts will assign to each detailed occupation in the 2010-2020 National Employment Matrix. The categories are: 1) Typical entry level education (eight levels), 2) previous work experience in a related occupation (four periods of time), 3) State licensing (yes or no), and 4) typical on-the-job training needed to obtain competency in the occupation (six categories). Each category and related choice selections are defined below. This education and training system is intended to replace the one used for the 2008-2018 projections cycle.

**Typical Entry-Level Education.** This category best describes the typical level of education that most workers need to enter the occupation. Occupations will be assigned one of the education levels below.

***Doctoral or professional degree.*** Completion of a doctoral degree (Ph.D.) usually requires at least 3 years of full-time academic work beyond the bachelor's degree. Completion of a professional degree usually requires at least 3 years of full-time academic study beyond a bachelor's degree. Examples of occupations for which a professional degree is the typical form of entry-level education include lawyers, physicians and surgeons, and dentists.

***Master's degree.*** Completion of this degree usually requires 1 or 2 years of full-time academic study beyond a bachelor's degree. Examples of occupations in this category include occupational therapists, physician assistants, and educational, vocational, and school counselors.

***Bachelor's degree.*** Completion of this degree generally requires at least 4 years, but not more than 5 years, of full-time academic study beyond high school. Examples of occupations in this category include budget analysts, vocational education teachers in secondary schools, and civil engineers.

***Associate's degree.*** Completion of this degree usually requires at least 2 years of full-time academic study beyond high school. Examples of occupations in this category include paralegals, diagnostic medical sonographers, and dental hygienists.

***Postsecondary non-degree award.*** These programs lead to a certificate or other award, but not a degree. The certificate is the result of the completion of formal postsecondary schooling awarded by the educational institution. Certification, which is issued by a professional organization or certifying body, is not included here. Some postsecondary non-degree award programs last only a few weeks, while others may last more than a year. Examples of occupations in this category include nursing aides, court reporters, and semiconductor processors.

***Some college, no degree.*** This category signifies the achievement of a high school diploma or equivalent plus the completion of one or more postsecondary courses that did not result in a degree or award. An example of an occupation in this category is actors.

***High school diploma or equivalent.*** This category signifies the completion of high school or an equivalent program resulting in the award of a high school diploma or an equivalent, such as the General Education Development (GED). Examples of occupations in this category include power plant operators, physical therapist aides, and security guards.

***Less than high school.*** This category signifies the completion of any level of primary or secondary education that did not result in the award of a high school diploma or equivalent. Examples of occupations in this category include janitors and cleaners, landscaping workers, and pharmacy aides.

**Previous Work Experience in a Related Occupation.** For some occupations, previous work experience in a related occupation may be a typical method of entry. The majority of occupations in this category are first-line supervisors or managers of service, sales, and production occupations. Although work experience in a related occupation is beneficial for all occupations, this metric is meant to capture work experience that is commonly deemed necessary by employers, or is a commonly accepted substitute for other, more formal types of training. The options for this category are *Less than 1 year*, *1 to 5 years*, *More than 5 years*, or *None*.

**State Licensing.** State licensure signifies that certain legal requirements must be met to practice an occupation. States may also regulate the practice of occupations through certification or registration; regulation of an occupation through certification or registration is not included in the state licensing metric. Licensure typically requires the passage of an exam and compliance with eligibility requirements, such as a minimum level of education, work experience, or training, or the completion of an internship, residency, or apprenticeship. States authorize regulatory boards to establish standards for the practice of an occupation. Rules regulating practice and eligibility may vary from State to State for the same occupation. This measure is occupation-specific and is not intended to capture job-specific licensure. The options for this category are *Yes* or *No*. A “*Yes*” indicates that at least one of the 50 States and/or the District of Columbia requires that persons practicing the occupation in question are regulated by licensure.

**Typical On-the-Job Training Needed to Attain Competency in the Occupation.** This category encompasses any additional training or preparation that is typically needed, once employed in an occupation, to attain competency in the skills needed in that occupation. Occupations will be assigned one of the training categories below.

**Apprenticeship.** An apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of an occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations. The typical apprenticeship program provides at least 144 hours of classroom instruction and 2,000 hours of on-the-job training per year over a 3 to 5 year period. The Employment and Training Administration’s Office of Apprenticeship within the U.S. Department of Labor registers apprenticeship programs and apprentices in 23 States, and assists and oversees State Apprenticeship Agencies which perform these functions in 27 States, the District of Columbia, Puerto Rico, and the Virgin Islands. This category includes both registered and non-registered apprenticeships. Examples of occupations in the apprenticeship category include electricians and musical instrument repairers and tuners.

**Internship/Residency.** An internship or residency is training that involves preparation in a field such as medicine or teaching, generally under supervision in a professional setting, such as a hospital or classroom. Completion of an internship or residency program is commonly required for State licensure or certification in fields including medicine, social work, architecture, and teaching. Examples of occupations in the internship/residency category include physicians and surgeons and marriage and family therapists.

**Short-term on-the-job training.** Skills needed for a worker to attain competency in an occupation that can be acquired during 1 month or less of on-the-job experience or instruction. Training is occupation-specific rather than job-specific; skills learned can be transferred to another job in the same occupation. This category also includes employer-sponsored training programs. Examples of occupations in the short-term category include retail salespersons and maids and housekeeping cleaners.

**Moderate-term on-the-job training.** Skills needed for a worker to attain competency in an occupation that can be acquired during 1 to 12 months of combined on-the-job experience and informal training. Training is occupation-specific rather than job-specific; skills learned can be transferred to another job in the same occupation. This category also includes employer-sponsored training programs. Examples of occupations in the moderate-term category include school bus drivers and medical assistants.

**Long-term on-the-job training.** More than 12 months of on-the-job training or, alternatively, combined work experience and formal classroom instruction, are needed for workers to develop the skills to attain competency. Training is occupation-specific rather than job-specific; skills learned can be transferred to another job in the same occupation. This category also includes employer-sponsored training programs. Such programs include those offered by fire and police academies and schools for air traffic controllers and flight attendants. In other occupations—nuclear power reactor operators, for example—trainees take formal courses, often provided at the jobsite, to prepare for the required licensing exams. This category excludes apprenticeships, as they are reported separately. Examples of occupations in the long-term category include medical appliance technicians and nuclear power reactor operators.

**None.** There is no additional training or preparation typically required to attain competency in the occupation.